

**SOMeCA Registered Student Organization Constitution  
(Fill-in-the-Blank)**

Constitutions lend stability to organizations by providing a common framework within which members agree to work. Constitutions also state an organization's purpose and processes.

**Constitutions are required by all UCSC Registered Student Organizations and must be in agreement with University policies.** The section below includes the elements required by the University as well as suggestions. (See the [Student Policies & Regulations Handbook](#) for additional information.) Organizations are encouraged to discuss and design their own processes and make additions as necessary.

As part of your registration process:

- File a copy of your constitution with SOMeCA
- You will be notified of its approval or any revision required to meet University policy
- File all amendments with SOMeCA within one week of their adoption.

Note: This Fill-in-the-Blank Form is meant to provide additional support to ensure all requirements of constitutions are included. You may create your own constitution, please review the Constitution guidelines if you choose to.

If you have any questions, please contact the SOMeCA office at (831) 459-2934 or at [soar@ucsc.edu](mailto:soar@ucsc.edu). The sections and statements in ***bold and italics*** or state *Required Language* are required to be stated in your organization's constitution per university policy. Words not in bold are suggestions. For assistance writing your constitution, ask your SOMeCA advisor for help.

**Section 1: *The Name of this organization shall be:***

The name of the University can only be used as a geographical designation:

- Example: the Alphabet Club at UCSC; but may not be UCSC Alphabet Club.

**Section 2: *The purpose of this organization shall be to:***

**Section 3: The Authorized Representatives, Officers, and Members of this organization:**

- *[Required Language] Accept responsibility for compliance with University policies and campus regulations under the UCSC Student Policies and Regulation Handbook and UC policies.*
- *[Required Language] Understand and agree to abide by the provisions of the anti-hazing states in the California Education Code or Penal Code (as amended by SB 1454) and UCSC Anti-Hazing Policy (Appendix AA)*
- *[Required Language] Affirm that the rules, regulations and policies of the University of California and UCSC shall supersede the rules, regulations, policies and/or bylaws of any affiliated international, national, regional or local organization.*

Add any additional requirements (if any):

**Section 4: In addition, the membership criteria of this organization shall be:**

- *[Required Language] All UCSC students interested in the purpose of this organization are eligible for membership.*
- *[Required Language] Membership is open to any students regardless of gender, ethnicity, religion, etc. with the exception of incorporated sororities and fraternities, which may be limited by gender.*
- *[Required Language] Membership is limited to currently registered UCSC students. Non-students are welcome to participate in activities, but may not be members, hold office, or vote. Non-students must complete non-student participation forms.*

Add any additional requirements (if any):

**Section 5: [Required Language] Membership may be rescinded by a member failing to fulfill their membership requirements as set forth in constitution and/or by laws. Membership cannot be rescinded based on violations of the University Code of Conduct including Title IX Law and the UC Systemwide Sexual Violence and Sexual Harrasment Policy. If the student organization believes that a member has violated University Code of Conduct including Title IX Law and the UC Systemwide Sexual Violence and Sexual Harrasment Policy, please schedule a meeting with your SOMeCA Advisor to discuss next steps.**

**Reasons for rescindment and the process shall be** (Please list in detail the membership requirements are and the process of membership rescindment):

**Section 6: Qualifications for Officers/Authorized Representatives:**

- **[Required Language] Must be a currently registered student at UCSC.**

Add any additional requirements (if any):

**Section 7: Duties and Responsibilities of Officers/Authorized Representatives:**

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Position

\_\_\_\_\_  
Position

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Position

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Position

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Position

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Position

**Section 8: Election and Removal of Officers/Authorized Representatives**

- **Officers/Authorized Representatives shall be elected by** (in detail describe method):

- **And shall serve for** (define term length): \_\_\_\_\_
- **[Required Language] Officers/Authorized Representatives may be rescinded by a member failing to fulfill their membership requirements as set forth in constitution and/or by laws. Membership cannot be rescinded based on violations of the University Code of Conduct including Title IX Law and the UC Systemwide Sexual Violence and Sexual Harrasment Policy. If the student organization believes that a member has violated University Code of Conduct including Title IX Law and the UC Systemwide Sexual Violence and Sexual Harrasment Policy, please schedule a meeting with your SOMeCA Advisor to discuss next steps.**

**Reasons for rescindment and the process shall include** (Please list in detail requirements and rescindment process):

**Section 9: *Organization Decision-Making:***

- **Quorum** (minimum number of members needed to be present at a meeting for a vote) shall be:  
\_\_\_\_\_
- **Voting privileges shall be granted to:** \_\_\_\_\_
- **The organization shall make decision by** (describe process):

**Section 10: *Financial records procedure shall be*** (describe how funds are tracked, reported, and managed):

**Section 11: *Amendments to the Constitution shall be approved by*** (in detail define process):

**Section 12: *This constitution has been formally approved by the membership of the organization.***

**Name of the Officer/Authorized Representative (print):**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_